

WORKFORCE **1**

SAMPLE RESUME:

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PROFILE

- Creative problem-solver and marketer who can see the big picture while never losing sight of details that deliver results.
- Motivated team player with demonstrated talent for deploying research and analyzing, upgrading, and streamlining complex marketing processes for improvement opportunities.
- Enthusiastic self-starter who can boost productivity, cut costs, foster efficiency, and ensure profitability.
- Goal-driven achiever with strong organizational skills and attention to detail.

EDUCATION

Bachelor of Business Administration, SUNY, Old Westbury, NY, May 2010
Major: Marketing
Minor: Information Technology
Overall GPA: 3.89

EXPERIENCE

KellyAnn Temporary Services, New York, NY

Marketing Specialist

May 2009 – Present

- Function as versatile team player with ability to quickly assess, comprehend, and manage new business scenarios, customer groups, and product types.
- Play key role in the development, rollout, and management of numerous marketing campaigns for a variety of employers, including:
 - **Career Corporation:** Marketing Assistant in brand development.
 - **University Hospital Home Care Services:** Marketing Assistant in public relations department.
 - **Orangemen Products Company:** Marketing Assistant in marketing department.

SUNY, Old Westbury, IT Department, Old Westbury, NY

Computer Lab Manager

Aug 2007 – May 2009

- Managed team of five assistants in 30-desk lab.
- Developed solutions for all aspects of lab use.
- Ensured safety and security in lab.
- Served as key member of IT management solutions team.